



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 15<sup>TH</sup> REGIMENTAL SIGNAL BRIGADE  
FORT GORDON GEORGIA 30905-5000

ATZH-TB

31 January 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #18: Incident Reporting

REFERENCES:

- A. AR 190-40, Serious Incident Report dtd 10 October 2006
- B. TRADOC Regulation 1-8, TRADOC Operations Reporting dtd 31 January 2008
- C. CG USASC&FG CCIR

1. **Purpose.** This policy letter outlines the procedures and requirements for reporting significant incidents to Headquarters, 15<sup>th</sup> Regimental Signal Brigade using the TRADOC Operations Report(OPREP).
2. **Applicability.** This policy applies to all Brigade personnel. Brigade personnel are defined as permanent party military (includes Fort Meade and sister service detachments), civilian employees, contractors, IET and Non-IET Soldiers, visitors, and guest while in our care.
3. **Reportable events and incidents.** The OPREP is used for any significant incident occurring in a 15<sup>th</sup> Regimental Signal Brigade facility and/or area of responsibility as outlined in AR 190-45 and/or involving 15<sup>th</sup> Regimental Signal Brigade service members, family members, Civilian employees or contractors. When a soldier is listed as a subject in an OPREP, include whether the Soldier has deployed within the past year. At a minimum, commanders must report the following actual or alleged incidents:
  - a. All Category 1 SIR incidents involving the 15<sup>th</sup> Regimental Signal Brigade personnel/assets are reportable. Actual or alleged incidents involving the following:
    - (1) On and off-post riots, serious disturbances, or demonstrations targeted against the Army or involving Army personnel.
    - (2) War crimes, including mistreatment of enemy prisoners of war, detainees, displaced persons, retained persons, or civilians internees; violations of the Geneva Conventions; and atrocities.

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(3) Requests by members of the Army for political asylum in foreign countries or indication of defection.

(4) Terrorist activities, sabotage, and incidents, initiated or sponsored by known terrorists, dissident groups, or criminal elements that occur on an installation or involve military personnel or property off an installation.

(5) Bomb or explosive incidents resulting in death, injury of military personnel, or damage to military property.

(6) Incidents involving material damage that seriously degrade unit operational or training readiness.

(7) Threats against Government weapons and ammunition.

(8) Information on threats, plans, or attempts to harm or kidnap, or other information bearing on the personal security of the President of the United States, Vice President of the United States, or other persons under U.S. Secret Service (USSS) protection.

(9) Any other incident the commander determines to be of immediate concern to HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

b. The following category 2 SIR incidents and TRADOC specific incidents to include accidents, incidents, or medical situations resulting in:

(1) Any death of a service member that occurs on or off an installation.

(2) The death of a family member or DA civilian that occurs on the installation, except for deaths occurring due to natural causes in medical treatment facilities. The death of a family member or DA civilian that occurs off an installation is reportable only when the death is suspected to be criminal in nature. When the cause of death is unknown, report it as "undetermined manner of death." The report should also include when the next of kin were notified, and in the case of vehicle accidents, whether or not seatbelts were used, and if alcohol was involved. (BDE CCIR include any death of an immediate family member or civilian that occurs on or off post.

(3) Serious injury or illness of a Soldier that creates a danger of loss of life, limb, or eyesight.

(4) Life threatening injury or illness of a Brigade family member.



(5) Significant environmental injury to a Soldiers and/or family members, that could impact or potentially impact Brigade missions (such as heat stroke, rhabdomyolysis, carbon monoxide poisoning, hypothermia, frostbite, heat exhaustion, and communicable illnesses, such as influenza, hepatitis, and West Nile virus). Consult with the local medical treatment facility to determine the significance of these events.

(6) Communicable illnesses that exceed the expected baseline for those illnesses and unusual illnesses, such as avian influenza. Consult with the local medical treatment facility.

(7) Suicide (all overt acts of self-destructive behavior that result in death) or attempted suicide (all overt acts of self-destructive behavior that does not result in death) by a Soldier, family member or DA civilian occurring on the installation, and suicide or attempted suicide by a Soldier occurring off the installation. If suicide or attempted suicide involves a Soldier attending initial entry training (advanced individual training) then indicate initial entry training status in the OPREP summary of incident section. (See DA Pam 600-24 for suicide prevention information). BDE CCIR also include: any suicidal gesture and/or ideation by a Soldier occurring on or off the installation.

(8) Training use of riot control agent or chemical biological simulator release outside of established parameters.

c. Aircraft accident or incident (Class A, B, and C only).

(1) Manned aircraft accidents or incidents. Any type of aircraft accident or incident that causes damage to aircraft or injury to personnel. Reporting requirements extend to tenant or transient aircraft from another Service or ACOM using TRADOC facilities or land in the geographic area of responsibility.

(2) Unmanned aircraft accident or incidents. Any type of unmanned aerial vehicle accident or incident that causes damage to the vehicle or injury to personnel. Reporting requirements extend to tenant or transient aircraft from another service or ACOM using TRADOC facilities or land in the geographic area of responsibility.

d. Criminal activity.

(1) Serious crimes (for example, aggravated assault, sexual assault, kidnapping, larceny exceeding \$50,000, and murder or attempted murder committed by or against a Soldier, family member, or DA civilian).

(2) Major fires, arson, and natural disasters resulting in death, serious injury, or property damage exceeding \$50,000.

(3) Racially or ethnically motivated criminal acts.

(4) Any sexual assault or allegation. When sexual assault victims elect the restricted reporting option, report only the following sections: the reporting individual's name (operations center watch officer, unit representative, etc.), date of initial report, installation name, and summary of incident. Write "Restricted report/Sexual assault" in the summary of incident section. All the other OPREP sections are to remain blank.

e. Property theft/loss.

(1) Property damage or loss of property or equipment exceeding \$50,000.

(2) Theft, suspected theft, loss, wrongful appropriation, or willful destruction of government property (appropriated or non-appropriated funds) valued at more than \$50,000.

(3) Theft, suspected theft, loss or recovery of sensitive items, and the discovery of a loss of accountability (for example, night vision devices, classified material (excluding For Official Use Only (FOUO)) and controlled cryptographic items).

(4) Loss or theft of any chemical agent, research chemical agent, biological agent, or radioactive material.

f. Wrongful possession, manufacturing, and distribution of narcotics, stimulants, depressants, hallucinogens, anabolic steroids, and chemicals used in the illicit production of controlled substances in the quantities listed below:

(1) Cocaine, 100 grams or more.

(2) Marijuana, 1000 grams or more.

(3) Hashish, 1000 grams or more.

(4) Heroin, 100 grams or more.

(5) Methamphetamines or barbiturates, 100 grams or more.

(6) LSD, 6 grams or more.

(7) PCP, 100 grams or more.

(8) For narcotics and dangerous drugs not listed, use quantities for like substances listed above.

g. Arms, ammunition, and explosives (AA&E). Theft, suspected theft, loss, or recovery of weapons, explosives, and munitions in the types and quantities listed below:



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- (1) Any missile, rocket, mine, artillery, or mortar rounds.
  - (2) Any machine gun or automatic weapon.
  - (3) Any fragmentation, concussion, high explosive grenade, or other type of simulator or device containing explosive materials, including artillery or ground burst simulators.
  - (4) Any explosives, to include demolition explosives.
  - (5) Any type of small arms ammunition (5.56mm, 7.62mm, or 9mm) in the amount of 200 rounds or greater.
  - (6) Any amount of ammunition of any type greater than .50 caliber.
  - (7) Any type of .50 caliber ammunition in the amount of 100 rounds or greater.
  - (8) Any type of blank ammunition when the amount is equal to or greater than the issue amount in a wire bound wooden box.
  - (9) Additionally, report actual or attempted AA&E break-ins of arms rooms or storage areas; AA&E armed robbery or attempted armed robbery; any evidence of AA&E trafficking; and any incidents involving firearms that cause injury or death.
- h. Command, control, communications, and computers (C4) outages/information systems intrusions/Personally Identifiable Information (PII).

(1) All significant, unplanned degradations of C4 assets (as defined in TRADOC Command Guidance #06-003) occurring at a Brigade activity. Significant degradation is defined as the loss of 50 percent or greater of a specific communications capability inhibiting the ability of the Brigade to exercise command and control longer than two hours.

- (2) Major power outages that impact operations and training.
- (3) Information system intrusions (both suspected and confirmed), to include incidents of hacking of government web sites.
- (4) Report all incidents of lost, stolen, or compromised PII in electronic or physical form. Current TRADOC guidance memorandum, subject: Reporting the Loss of Personally Identifiable Information provides detailed reporting procedures and is located on the Army Knowledge Online, TRADOC Deputy Chief of Staff, G-6 page titled "Command Guidance" at <https://www.us.army.mil/suite/page/309>.

- i. Trainee abuse and platoon sergeant misconduct.

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(1) Allegations of trainee abuse as defined in TRADOC Reg 350-6, Chapter 2-6 (any improper or unlawful physical, verbal, or sexual act against a trainee; does not include acts involving a trainee against trainee). However, if the credibility of the allegation can be quickly assessed (within two hours) and the command considers it not credible, an OPREP is not required. The non-credible allegation will be recorded and kept on file at the unit.

(2) Allegations of **platoon** sergeant misconduct not related to trainee abuse.

j. Bomb threats on the installation.

k. Environmental accidents or incidents on the installation that result in:

(1) Any release of a hazardous substance (to include fuel) resulting in injury, death, evacuation of facilities, or potential severe degradation of the environment. Examples include spills of petroleum, oil, and lubrication products into storm drains or waterways; release of substances such as chlorine gas and other hazardous substances in reportable quantities or greater, as defined in federal, state, and local regulations; or when effects cause illness to the exposed individual(s).

(2) Serious or catastrophic failure to an operating system at a facility, that has been licensed by a state or federal regulatory agency (for example, sewage treatment plant, drinking water treatment plant, hazardous waste treatment or storage facility, etc.). Particularly, if provisions in the permit and/or governing regulations require timely reporting to the regulatory agency with oversight authority, and, it is reasonable to expect an enforcement action will follow. Notices of violations require coordination with Army legal counsel. (See AR 200-1, para 2-3, for notices of violation.)

l. Chemical or radiological event.

(1) A chemical or radiological event encompassing chemical surety or radiological material accidents, incidents, and other circumstances where there is a confirmed or potential release to the environment, exposure of personnel above established limits, threat to the security of chemical surety or radiological material, or any event of concern to the local commander or director of the chemical surety or radiological training facility that potentially impacts the mission.

(2) Any potential chemical agent exposure resulting in greater than 10 percent depression of red blood cell cholinesterase through initial lab analysis.

m. Incidents/accidents involving international students and personnel assigned to the Brigade. Reportable incidents/accidents include absent without leave, disciplinary problems, any training accident, or any accident causing injury or death.

n. Child abuse and domestic violence.



(1) Actual or alleged child abuse that takes place within an Army organizational setting or facility (that is, a child development center, youth activities center, medical treatment facility, gymnasium, etc.) or an Army sponsored or sanctioned activity (that is, quarters based family child care home, youth sports, or recreation activities, field trips, etc.).

(2) Incidents of actual or alleged child abuse occurring within the family unit which involve the use of a weapon (such as a firearm, knife, or other devices, which may cause serious bodily injury) or where the victim suffers a broken limb, is sexually abused, choked, strangled, or is admitted to the hospital due to injuries incurred during the incident.

(3) Any incident of domestic violence incidents (violence against a family member or person residing in the home or quarters of a military sponsor or as otherwise defined by state law that involves the use of a weapon, such as a firearm, knife or similar instruments that may cause serious bodily injury or that results in the victim being admitted to the hospital because of the injuries received, or when the victim is sexually abused, choked, or strangled). In cases of restricted reporting of domestic violence, only complete the following sections: reporting individual's name (operations center watch officer, unit representative, etc.), date of initial report, installation name, and summary of incident. Write "Restricted report/Domestic violence" in the summary of incident section. All the other OPREP sections are to remain blank.

o. Significant violations of Army Standards of conduct, to include bribery, conflict of interest, graft, or acceptance of gratuities.

p. Any incident, event, or accident that may generate adverse publicity.

q. Incidents involving prisoners or detainees of Army confinement or correctional facilities on the installation, to include escape from confinement or custody, disturbances which require the use of force, wounding, or serious injury to a prisoner, and all deaths.

r. Violations of Army policy as it pertains to monitoring and recording of conversations (see AR 190-30, AR 190-53, AR 525-1) or acquisition and storage of non-affiliated U.S. person information (see AR 380-13).

#### **4. Reporting Procedures.**

a. TRADOC's OPREP format (Enclosure 1, **delete all unused pages of the report prior to electronic submission**) will be used for all reports.

b. The United States Army Signal School Detachment, Fort Meade commander should send incident reports through the Fort Meade installation chain of command IAW local policy and provide a report to the Commander, 447<sup>th</sup> Signal Battalion. The Commander, 447<sup>th</sup> Signal Battalion will serve as the incident report's entry point in to the TRADOC reporting channel..

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c. Fort Gordon based elements must initiate incident reports at company level through the Battalion to the Brigade.

d. Battalion Commanders, Commander, HHC 15<sup>th</sup> RSB will immediately notify the Brigade Commander or his designated representative, normally the Deputy Brigade Commander, upon recognition that a reportable event has occurred. The reporting commander must follow-up with an OPREP at the soonest reasonable time (the Brigade Commander may dictate a more stringent timeline upon initial notification).

e. Electronic copy of OPREPs must be provided to the following:

- (a) Commander
- (b) Deputy Brigade Commander:
- (c) Command Sergeant Major:

f. Once the incident is reported to the Brigade Commander, the Brigade Commander or the Brigade Deputy Commander will process and send the message to HQ, Fort Gordon, if appropriate. The Brigade Commander will decide if the incident report will be forwarded to the Fort Gordon Command Group. Incident reports from Fort Meade will be processed by the installation of assignment. Notification of Command Group personnel is reserved by the Brigade Commander.

g. If the Commander deems the incident report necessary to submit higher, the submitting official, normally the Brigade Commander, will send the report to the IOC and Carbon Copy the SGS.

h. The below listed personnel must be CC'ed on the email transmission of all reports in which a National Guard or United States Army Reserve Soldier is a subject in the OPREP:

(a) ARNG Liaison:

(b) USAR Liaison:

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**Enclosure 1 TRADOC OPREP Format**

**FOR OFFICIAL USE ONLY**  
**TRADOC OPERATIONS REPORT**  
(Use blank sheet for additional information)

OPREP Reporting Type		DTG Received:	
Category of Location of Type of Report:		Racial:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Initial	<input checked="" type="checkbox"/>	Follow-up	<input type="checkbox"/>
Final	<input type="checkbox"/>	Date/Time of Date of Initial Report:	

**PERSONAL DATA (SUBJECT)**

Nam		Sex		Grade:		Age	
SSN:		Race		Security Clearance:			
Position:							
Duty Status:		Unit:					
Installation:		Army Command:	TRADOC				
Next of Kin Notification		Were Seat Belts Worn:					
Has the Soldier been deployed within the past		Was Alcohol involved:					
Was Personal Protective Gear/Equipment used: (Motorcycle Only)							

**PERSONAL DATA (VICTIM)**

Nam		Sex		Grade:		Age	
SSN:		Race		Security Clearance:			
Position:							
Duty Status:		Unit:					
Installation:		Army Command:					
Next of Kin Notification		Were Seat Belts Worn:					
Has the Soldier been deployed within the past		Was Alcohol involved:					
Was Personal Protective Gear/Equipment used: (Motorcycle Only)							

**PUBLICITY**

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PERSONAL DATA (SUBJECT)					
Nam		Sex		Grade:	Age
SSN:		Race		Security Clearance:	
Position:					
Duty Status:		Unit:			
Installation:		Army			
Next of Kin Notification				Were Seat Belts Worn:	
Has the Soldier been deployed within the past				Was Alcohol involved:	
Was Personal Protective Gear/Equipment used: (Motorcycle Only)					

PERSONAL DATA (SUBJECT)					
Nam		Sex		Grade:	Age:
SSN:		Race		Security Clearance:	
Position:					
Duty Status:		Unit:			
Installation:		Army Command:			
Next of Kin Notification (NOK):				Were Seat Belts Worn:	
Has the Soldier been deployed within the past				Was Alcohol involved:	
Was Personal Protective Gear/Equipment used: (Motorcycle Only)					

PERSONAL DATA (SUBJECT)					
Nam		Sex		Grade:	Age:
SSN:		Race		Security Clearance:	
Position:					
Duty Status:		Unit:			
Installation:		Army Command:			
Next of Kin Notification (NOK):				Were Seat Belts Worn:	
Has the Soldier been deployed within the past				Was Alcohol involved:	
Was Personal Protective Gear/Equipment used: (Motorcycle Only)					

PERSONAL DATA (SUBJECT)					
Nam		Sex		Grade:	Age:
SSN:		Race		Security Clearance:	
Position:					
Duty Status:		Unit:			
Installation:		Army Command:			
Next of Kin Notification (NOK):				Were Seat Belts Worn:	
Has the Soldier been deployed within the past year:				Was Alcohol involved:	
Was Personal Protective Gear/Equipment used: (Motorcycle Only)					

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**TRADOC OPERATIONS REPORT**

(Continuation Sheet for Training Death Information)

**Provide the following additional information only for training deaths:**

1. Any previous medical history: YES ☒ NO ☐ UNKNOWN ☐

Give Details: \_\_\_\_\_

2. Were Combat Lifesavers present: YES ☐ NO ☐ UNKNOWN ☐

3. Was CPR performed at the scene: YES ☐ NO ☐ UNKNOWN ☐

By Whom: \_\_\_\_\_

4. Anyone notice anything different concerning service member's performance or health within the Last 24 hours: YES ☐ NO ☐ UNKNOWN ☐

5. Times leading up to the service member's death:

▶ Time CPR \_\_\_\_\_

▶ Time 911 was \_\_\_\_\_

▶ Time EMS personnel arrived on \_\_\_\_\_

▶ Time EMS departed scene en route to the \_\_\_\_\_

▶ Time EMS arrived at the hospital: \_\_\_\_\_

▶ Time service member pronounced \_\_\_\_\_

by \_\_\_\_\_

6. Is the individual Active Duty ☐ NG ☐ USAR ☐ CIVILIAN ☐

Other Service \_\_\_\_\_

7. What are the ages and gender of family members: \_\_\_\_\_

8. What type of training was the service member in (BCT, AIT, OSUT, OCS, or other): \_\_\_\_\_

9. What phase of training was the service member in: (Example: Service member is in the sixth Week of AIT): \_\_\_\_\_

10. What weather conditions existed at the time of the incident, if incident occurred outside: \_\_\_\_\_

11. Any factors that may have contributed to the incident: \_\_\_\_\_

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5. The proponent for this policy letter is the Brigade S-3, 791-2944.

2 Enclosures:

1 OPREP Format

2 Brigade Commander SIR Matrix

  
JOSEPH K. LAYTON  
COL, SC  
Commanding

DISTRIBUTION:

CDR, 551<sup>st</sup> Signal BN

CDR, 447<sup>th</sup> Signal BN

CDR, 369<sup>th</sup> Signal BN

CDR, 73<sup>rd</sup> Ordnance BN

S1

S2

S3

S4

Chaplain

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**CCIR**  
**SENIOR LEADER NOTIFICATION CRITERIA**

As of 06 Jan 2011

INCIDENT/EVENT	IOC	SGS	COS	SMC
1 - Any death of a service member, family member, or DA/DoD civilian assigned to (or evacuated from elsewhere to EAMC or the local TRICARE network if applicable and subsequently dies while in the EAMC) Fort Gordon	I	I	I	I
2 - Any serious injury or illness requiring hospitalization of a service member, family member, or DA/DoD civilian assigned to (or evacuated from elsewhere to EAMC or the local TRICARE Network by EAMC direction if applicable) Fort Gordon	I	I	FL / D	FL / D
3 - Suicide or verified attempted suicide by a service member, family member or DA/DoD civilian assigned to Fort Gordon	I	I	I	I
4 - Manned aircraft accident or incident	I	I	FL / D	FL / D
5 - Serious crimes (aggravated assault; kidnapping; rape; larceny exceeding \$50,000; murder or attempted murder committed by or against a service member, DA/DoD civilian, or family member of a service member)	I	I	FL / D	FL / D
6 - Property damage or loss of property or equipment exceeding \$50,000.00	I	I	FL / D	FL / D
7 - Major fires or arson and natural disasters resulting in death, serious injury, or property damage exceeding \$50,000	I	I	FL / D	FL / D
8 - All significant, unplanned outages of C4 assets occurring in the Installation Operations Center or Fort Gordon activities. Significant degradations are those with expected duration greater than two hours or otherwise inhibiting the ability of a Senior / Mission Commander to exercise command and control and core mission functions.	I	I	FL / D	FL / D
INCIDENT/EVENT	IOC	SGS	COS	SMC
9 - Major installation power outages that impact operations and training	I	I	FL / D	FL / D
10 - Theft, suspected theft, loss, or recovery of weapons, explosives and munitions	I	I	I	FL / D
11 - Allegations of trainee abuse	FL / D	FL / D	FL / D	FL / D
12 - Information system intrusions (both suspected and confirmed)	I	I	FL / D	FL / D
13 - Bomb or explosive incidents resulting in death or injury or damage to property	I	I	FL / D	FL / D
14 - Bomb threats	I	I	FL / D	FL / D
15 - On and off post riots targeted against the DoD or involving DoD Personnel	I	I	FL / D	FL / D
INCIDENT/EVENT	IOC	SGS	COS	SMC
16 - Terrorist activities, sabotage, and incidents initiated or sponsored by known terrorists, dissident groups, or	I	I	I	FL / D
17 - Change in threat or Force Protection Condition	I	I	FL / D	FL / D
18 - Incidents/accidents involving international students/personnel assigned to TRADOC schools, commands, or activities	I	I	FL / D	FL / D
19 - Actual or alleged child abuse that takes place within an Army organizational setting or facility (i.e. child development center, youth activities center, medical treatment facility, gymnasium) or an Army sponsored or	I	I	FL / D	FL / D
20 - Very Important Person (VIP) Visits	D	D	D	D
21 - On/Off-post arrest by police of any service member, family member, or DoD civilian	D	D	D	D
INCIDENT/EVENT	IOC	SGS	COS	SMC
22 - Theft, suspected theft, loss, or recovery of sensitive items	I	I	FL / D	FL / D
23 - Incidents likely to draw media attention to the installation, Army, DoD	SD	SD	SD	SD
24 - Incidents Brigade or Separate unit Commanders believe are important for the Command Group to know	SD	SD	SD	SD
25 - Any DoD directed deployments or requests by civil authorities for military support due to a natural or man-made event.	I	I	I	I
26 - Any AR 190-45 incident not previously covered in this matrix.	I	I	I	I
27 - Report any activity or incident that may reflect positively or negatively on the Army with respect to the Don't Ask, Don't Tell policy and the Don't Ask, Don't Tell Repeal Act of 2010. Any reporting that contains personal information will be protected in accordance with established privacy guidelines for personal / sensitive information.	FL / D	FL / D	FL / D	FL / D

**TIMELINE:**

I - Immediate (Unit Commander telephonic notification of command group within 1.5 hours of discovery; Unit Commanders designated representative makes telephonic and email notification to the IOC within 1.5 hours of discovery) D - Duty Day FL/D - First Light or Duty Day SD - Situation Dependent

NOTE 1 - reporting requirements to the Command Group and the IOC are applicable to ALL units regardless of MACOM. Units will also report IAW their MACOM reporting requirements.

Note 2 - The IOC will determine whether an incident is reportable to IMCOM, TRADOC or Army Ops Center IAW AR 190-45; TRADOC Reg 1-8; and IMCOM Reg 190-1. Units will report incidents to the IOC as noted in the matrix above regardless of higher HQ reportability determination. Units should use their MACOM SIR format or AR 190-45 SIR format for email reporting to the IOC. Reports containing PII will be sent encrypted.

**NOTIFICATION LEGEND:**

IOC - Installation Operations Center (706 791-9747 / 9748) ; GORD.IOCBC@conus.army.mil;

SGS - Secretary General Staff for the Senior Mission Commander

COS - Chief of Staff for the Senior Mission Commander

SMC - Senior Mission Commander